Benefits Reminders

New Employees: Sign up for New Employee Orientation to learn about the benefits offered through your employment at WSU!

Be sure to review the due dates listed on your Benefit Acknowledgement Form. If you miss your deadlines, you will be auto-enrolled into medical and dental coverage, placed into a default retirement plan, and must go through underwriting to request life or disability insurance.

Departments are encouraged to enter new employee PERMS data as soon as possible! HRS relies on PERMS to identify benefit-eligible employees and inform them of their benefit elections and due dates.

Limited Open Enrollment: What’s next?

Any changes to your medical coverage and/or FSA or DCAP are effective August 1, 2020. Most changes affecting pay will be reflected on the August 10 paycheck. If changes are not seen on that paycheck, you will see changes and any catch-up contributions on the August 25 paycheck, or on September 10 for 9-month employees.

New cards will likely take several weeks to be mailed out by the benefit providers. If you need to seek medical services before you receive your cards, please contact the benefit provider to get ID numbers for new enrollees.

Addition or Loss of Coverage:

Will you or your dependents be experiencing a change in jobs that results in the loss or addition of health coverage? That may create a Special Open Enrollment event—visit the benefit changes page for more information.

A Special Open Enrollment event allows you to make changes to some of your benefits within 60 days of the event. Act early to prevent breaks in coverage or to minimize paying premiums you may not owe.

Daily Coug Connect

Join us at 10 a.m., Monday through Friday, for Daily Coug Connect! Experts system-wide present 5-30 minute Zoom sessions for WSU employees. Topics include health and wellness tips, activities, and HRS related updates.

Sign in to your Online Learning Account to access the Zoom session from ‘My Home’ page.
New concept: Time, Leave, & Absence in Workday
Learn about the top changes coming to time, leave, and absence once the University transitions to Workday with this handout and blog post. For example, in Workday, all time, leave, and absence will be electronically recorded and leave accruals will be calculated in real time.

What can you do to prepare for Workday training?
Training is about three months away, but there are still tasks you can do now to be better prepared. Check out this new blog post from the Modernization Team to see what they are.

Blog post: Learn about integrations
The Modernization Team has mentioned integrations before, but what are they? Integrations help the University move data between other systems and Workday. This blog post will walk you through what you need to know about this topic.

For questions, contact modhelp.wsu.edu.

Featured Online Training
Achieve Productivity in Your Personal Life
Library ID: pd_32_a04_B5_enus
In this course, you’ll learn how to prepare for trips, plan personal and household tasks, and become more organized as a parent. You’ll also explore tips for achieving an effective work/life balance and taking care of your personal health and well-being.

Featured Online Book
Managing Stress at Work in a Week: How to Manage Stress in Seven Simple Steps
Library ID: 145518
This book was written as a simple, practical guide to the principles and techniques for managing stress at work.

Crimson Spirit Recognition
Dorothy "D" Thomas, program coordinator for Facilities Services--Administration, received Crimson Spirit recognition. Visit go.wsu.edu/CrimsonSpirit to learn more about her dedication and exceptional service!

Nominate Someone for Crimson Spirit Recognition
Honor a Washington State employee with Crimson Spirit recognition.
This special commendation is for WSU staff and faculty who have provided superior customer service.
To submit a nomination, please visit go.wsu.edu/CrimsonSpirit.